

## Appendix C – DD Form 1391 Section Review Checklist

### GENERAL:

- Refer to **Appendix A** for USACE role and responsibility.
- The following is written primarily for MCA projects. *AFH project specific information is annotated in italic.*
- Write all text in simple English, not technical jargon. Remember our audience is non-technical.
- State the need in short concise sentences. Do not embellish or use meaningless statements like “continue to impair mission execution.”
- Write the document to be current in the execution year. If mission is being stationed prior to project execution, make sure document addressed them in past tense.

### SECTION 1 – HEADER INFORMATION

Correct Program Type (MCA, AFH, BCA)?

Right location/Installation/Sub-installation?

Is the fiscal year correct? Is the proposed construction schedule reasonable?

Is project title correct?

Is project category code (Catcode) correct IAW AR 415-28 & DA Pamphlet 415-28?

Correct Program Classification (New Construction, Mod, etc.)?

Is project Number correct (same as 1391 Form Number)?

### SECTION 2 – COST DATA

Are all cost data input in correct format under primary and support facilities?

Are the cost items reflecting the project scope of work as described in Section 3A?

Any special items should be separately identified such as Special foundation, IDS Installation, EMCS, Antiterrorism/Force Protection (AT/FP), etc.

Is correct category code used for individual major line item under primary facilities IAW DA Pam 415-28?

Facility item in primary facilities should have unit of measure, quantity and unit cost. Avoid lump sum.

Is the facility unit cost reasonable with the guidance cost?

Make sure that the information systems costs are on the designated line items:

Building Information Systems - 2A2 with category code 80800 under primary facilities

Information Systems - 2B7 for support facilities

In general, these costs are carried over from Section 17 automatically.

If support facilities exceed 25% of primary facilities, a short explanation should be in Section 3A.

**For AFH new construction in general, use 30% support facilities.**

Demolition – Separately identified to include part of site demo or non-site demo if facilities to be torn down to directly support the mission relocation into the new facilities. If required, asbestos/lead base paint removal and disposal associated with demolition must be identified.

For New Construction – Demo and asbestos/lead base paint removal should be included under Site Improvement/Demolition in support facilities. A “D” should be added at the end of line item description.

For Building Renovation – Selective interior demolition is part of the building renovation cost. However, asbestos/lead base paint removal should be separately identified as a major line item in primary facilities.

Construction Contingency – Use 0% or per latest guidance.

SIOH – Use 5.7% for CONUS and 6.5% for OCONUS or per latest guidance.

Antiterrorism Force Protection costs are included and separately identified, if required. Use category codes 88041 and 88042 for primary and support facilities respectively.

## **SECTION 3 – FRONT PAGE TEXT**

### **3A. Description of Proposed Construction**

General DO and DON'T:

Do not discuss type of construction (permanent, semi-permanent, temporary). Paragraph should contain no design details (e.g., steel frame, reinforced concrete, R-30 insulation).

Discuss with what, not why. **Avoid Acronyms.**

Do not use negative statements ( Handicapped not provided for).

Begin paragraph with “Construct”/”Renovate”/”Modernize,” etc.

Outline all major items of primary and support facilities.

Add statement when required for “Interior Design Requirements.”

Sample - “Project requires comprehensive interior design.”

Mention handicapped requirements if required.

Mention unusual site conditions for high support cost and special design requirements, if any.

State number of buildings and total S.F. (m2) to be demolished and asbestos/lead paint removal if any.

**MCA Only** - Indicate type of heating and cooling required and the tonnage for A/C.

Describe Antiterrorism Force Protection requirements, if applicable.

All AFH projects should be **WHOLE NEIGHBORHOOD RENEWAL** (either by renewing housing or replacing it). If not, classify as line item improvement, Whole House Renewal, or other program.

AFH Projects - Section 3A should contain the following in the first sentence... state number of units, grade of occupants, type of unit (Wherry, Capehart), when constructed, how many of what kind of unit (2BR, 3BR).

AFH Projects – should have statement that 5% of quarters will be accessible or easily modifiable to accommodate handicapped requirements.

### **3C. Project Description**

Should be one sentence statement, e.g., “Construct a standard designed Child Development Center.”

### **3D. Requirement**

Does paragraph show continuing need or say for what purpose the project is being built or what the requirement for the project is? Use positive statements only.

Provide detailed, informative statements as to precisely why AT/FP is provided, as appropriate.

Standard statement that must be included for specific projects:

Training Projects – state average daily loads/throughout.

Barracks – What is maximum and intended utilization.

### **3E. Current Situation**

Does paragraph show how need is currently being met (how does unit currently operate), and what hardships are being overcome? Address any waivers that may apply (i.e., OSHA, Safety, Security, etc.).

### **3F. Impact if Not provided**

Describe what happens if project is not approved. Be specific and factual. Do not repeat current situation.

### **3G. Additional**

Must contain Physical Security Statement (from Section 22).

Economic Analysis – All MCA projects must include one of the following standard economic analysis statements: (should be used exclusively. There is usually no reason to NOT prepare an economic analysis.

**Most projects must have one!!!).**

1. “An economic analysis has been prepared and utilized in evaluating this project.”
2. “Alternative methods of meeting this requirement have been explored during project development. This project is the only feasible option to meet the requirements.

AFH Projects – Use same statements as MCA. If replacement construction is chosen, must state percent of replacement cost to renovation (i.e., replacement 106% of renovation).

## **SECTION 4 – FRONT PAGE DISCRETE DATA**

Does UM correspond with Category Code in AR 415-28 & DA Pam 415-28?

Do total requirements for CATCODE correspond with TAB/HQRPLANS?

Is Existing Substandard correct?

Does Existing Adequate correspond with TAB/HQRPLANS?

**NOTE:** If project conflicts with HQRPLANS, annotate reason why on checklist and possible or working solution.

Are any related projects discussed?

**CHECK ON AMMUNITION STORAGE AND RANGE PROJECTS:**

Is Department of Defense Explosive Board (DDESB) approval required?

**CHECK ON AVIATION PROJECTS:**

Is Federal Aviation Administration (FAA) approval required?

Address Provisions for Handling Classified Information. Enter date for TEMPEST Assessment if required?

Is Signature Block included, correct, and signed?

## **SECTION 5 – RESERVED**

## **SECTION 6 – PLANNING AND DESIGN – Reserved for USACE Use.**

## **SECTION 7 – GENERAL**

Shows relationship of project to mission.

Describes general location. Is project IAW approved master plan or is siting approval request initiated?

Does project have supporting Capital Investment Strategy (CIS), if required?

Paragraph should contain justification not contained elsewhere on form.

Fill in name and phone number of Installation Engineer.

Fill in MACOM Certification when signed by MACOM Engineer.

## **SECTION 8 – PRESENT ACCOMMODATIONS AND DISPOSITION**

Is block in standard format? Does it contain applicable information?

Is Unit of Measure IAW AR 415-28 and DA Pam 415-28 for category code?

Are all facilities to be disposed listed? Check demolition total against total site demo cost in **SECTION 2** and listed in **SECTION 3**. List all facilities used and their disposition (Retain, Demo, etc.)

## **SECTION 9 – REAL PROPERTY MAINTENANCE** (This information is optional and is only required by some MACOM)

Are physical impacts described?

Are O&M costs included for existing and proposed facilities?

Is BMAR to be eliminated listed?

## **SECTION 10 – ANALYSIS OF DEFICIENCIES**

Narrative should identify all deficiencies and show how they hinder mission accomplishment. Write in simple concise statements that factually describe the hurt.

## **SECTION 11 – ECONOMIC ANALYSIS**

Is Economic Analysis (EA) included (ECONPACK for Windows Version)? All projects should have an analysis, few exceptions.

If EA not required, cite for justification and check **SECTION 3** appropriate statement.

### **EXCEPTIONS:**

If cost of analysis exceeds benefit of analysis.

If legal requirements or higher authority directives prevent alternative method for solving requirement.

Does the analysis examine FEASIBLE alternatives? Usually:

Lease

Renovate existing facilities

Use Government facilities on neighboring installations

Construct new facilities

Renovate-construct mix

Is it written to execution year? Check against **SECTION 1** Fiscal Year. Check **DISCOUNT RATE % !!!**

**AFH PROJECTS:** *Should compare new construction with revitalization. Has the new construction alternative been generated use the Tri-Service Family Housing Cost Model (if not, should be)?*

## **SECTION 12 – CRITERIA FOR PROPOSED CONSTRUCTION**

Check criteria referenced. Are criteria applicable, valid and up-to-date?

Are references specific?

Are criteria calculations shown?

Is Project Development Brochure (PDB) required and discussed?

## **SECTION 13 – FURNISHINGS AND EQUIPMENT**

Are OMA equipment/furnishings identified?

Identify furnishings and associated equipment requirements.

Identify appropriation used for procurement of furnishings and equipment.

Identify project and fiscal years for which they are programmed, if appropriate.

Are furnishings and equipment discussed (if required)?

Has user been contacted about special requirements?

Are OPA equipment items and costs identified? The OPA equipment may include IDS, range target, information systems equipment from Section 17, etc.

## **SECTION 15 – ENVIRONMENTAL ANALYSIS**

Section should summarize environmental impacts.

Does it contain standard statements from AR 415-15?

Is appropriate environmental documentation included (Categorical exclusion, project category, etc.)?

Is it signed by the proper party (environmental rep)?

## **SECTION 16 – EVALUATION OF FLOOD HAZARDS**

Verify project is not in flood plain (100-year flood) or wetlands. If in flood plain, state reason to put the project there and that mitigation measures will be incorporated into the project design.

Verify that siting is not in flood plain or wetlands (500-year flood plan for critical facilities, hazardous materials, or toxic waste sites).

Is standard statement included?

## **SECTION 17 – INFORMATION SYSTEMS SUPPORT**

Make sure this section is properly prepared by the installation DOIM and fund sources are clearly identified in the cost estimates IAW Appendix L in the AR 415-15 for the Funding of Information Systems Support Components.

Make sure this section is properly signed and dated.

Make sure the cost estimates from this section are properly rolled up to **SECTION 2 Cost Block** and **SECTION 13 (OPA Cost)**.

OACSIM is responsible to coordinate with USAISEC for review and certification of this section prior to the MACOM Project Review Boards (PRB). Contact HQ USAISEC at Fort Detrick, MD if you have any questions concerning the information systems requirement and cost estimates in this section.

#### **SECTION 18 – HISTORIC AND ARCHEOLOGICAL SITES**

Has project been reviewed for impact?

Standard statement included?

Appropriate documentation included?

Signed by appropriate parties?

#### **SECTION 19 – ENERGY AND UTILITY REQUIREMENTS**

Are capacities and utilization for each utility shown in tabular format?

Have energy sources been evaluated?

#### **SECTION 20 - PROVISION FOR THE HANDICAPPED**

Does this section contain standard statement?

#### **SECTION 21 – COMMERCIAL ACTIVITIES**

Is Commercial Activities Analysis required (cite AR 5-20 exception)?

Is Commercial Activities Analysis signed by Comptroller?

#### **SECTION 22 – ANTI-TERRORISM/FORCE PROTECTION (AT/FP) DATA**

Is AT/FP statement included?

Has valid Thread Assessment been prepared and summarized?

Check that one of the three standard AT/FP paragraphs has been entered here.

Have facility requirements generated by the threat assessment been included in appropriate sections (Section 2 – Cost Estimates and 3 – Project Description of Work) of the 1391 form?

Are the signature blocks completed and signed by the Provost Marshal, by the Director of Public Work, and by the Force Protection Officer?